

US EPA ARCHIVE DOCUMENT

FIFRA SAP Webcast Instructions – February 15-18, 2011

First Time Users

1. To perform the **New User Test** click the link below:

http://hawkeye.epa.gov/imtapp/app/nuf_sys.uix

2. Click on the **ICON** under **RUN**



You may see a run or installation pop- up.

Please click **Yes, Run or Allow**. This is a one time add-on that is needed to run the web conference software. It is completely safe.

Your screen may flicker or go black during this step (this is normal).

3. Using **Internet Explorer**, click on the link below

<http://portal.epa.gov/webconference>

In the **JOIN CONFERENCE BOX**, enter the following:

Conference ID:

Tues., Feb 15 = 146993
Wed., Feb 16 = 147356
Thurs., Feb. 17 = 146996
Fri., Feb 18 = 146997

Conference Key: **LEAVE BLANK**

Your Name: **ENTER YOUR NAME**

4. Press **JOIN CONFERENCE**
5. Call the Conference number: **866-299-3188 (if you get no audio from your computer)**
6. Enter conference code: **202 564 8378** and # sign
7. **PLEASE PLACE YOUR PHONE ON MUTE WHEN YOU ARE LISTENING BY PRESSING *6**

Returning Users

1. Using Internet Explorer click on the link below:

<http://portal.epa.gov/webconference>

In the **JOIN CONFERENCE BOX** enter the following:

Conference ID:

Tues., Feb 15 = 146993
Wed., Feb 16 = 147356
Thurs., Feb. 17 = 146996
Fri., Feb 18 = 146997

Conference Key: **LEAVE BLANK**

Your Name: **ENTER YOUR NAME**

2. Press **JOIN CONFERENCE**
3. Call the Conference number: **866-299-3188 (if you get no audio from your computer)**
4. Enter conference code: **202 564 8378** and # sign
5. **PLEASE PLACE YOUR PHONE ON MUTE WHEN YOU ARE LISTENING BY PRESSING *6**

Direct Links to Feb. 15-18, 2011 Webcasts

Feb 15 - http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=146993
Feb 16 - http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=147356
Feb 17 - http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=146996
Feb 18 - http://hawkeye.epa.gov/imtapp/app/cmn_jm.uix?mID=146997

IMPORTANT NOTES ABOUT USING THIS WEB CONFERENCE TOOL

Computer: The web conference tool will only work on a **PC** computer. Please use **Internet Explorer** as your browser

Screen Resolution: It is recommended that you change your resolution before joining the web conference. To adjust the screen resolution:

5. **Right-click** on your **desktop**
6. Go to **"Properties"**
7. Go to the **"Settings"** tab
8. Go to the **highest screen resolution** by pulling the tab in the lower left corner toward **"More"**

Lost Connection: Should this occur, please open a new Internet Explorer web browser and access this page: <http://portal.epa.gov/webconference>.

Email wood.donald@epa.gov if you have difficulty accessing the webcast or comments on the webcast.